



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

MEMORANDUM FOR: Servicing Managers and Supervisors

FROM: Ronald Glaser
Human Resources Officer

SUBJECT: Changes in DOC Jobs ONLINE (QuickHire) Process

The Department is integrating our online job application system with the Office of Personnel Management's USAJOBS website to simplify the process of locating and applying for Federal jobs.

To prepare for integration to the new version, all vacancies **must close** at 11:59 p.m. on Friday, **August 25, 2006**. The last day to open a vacancy prior to the integration is **August 14, 2006**. Please work closely with your servicing Human Resources Specialist to ensure your top priority vacancies are here in ITA/OHRM for processing to meet this deadline.

After August 25, 2006, the system upgrades will improve Managers ability to access vacancy information. Managers will have the ability to access the new version of Question Library, preview vacancy announcements, receive and send certificates within the system and improved question filtering. Here are some of the highlights of the new system:

Question Library: A new question library will be established to eliminate duplicative questions, streamline categories and subcategories, and improve the library's user friendliness. Improvements will include the ability to search for questions and to see questions and answers in the emails sent from the system. The creation of a new question library will require the establishment of a new numbering system for the questions; however, access to the old question library will still be available through your servicing Human Resources Specialist.

Vacancy announcements and On-Line Certificate Review: Managers will be able to preview vacancy announcements and utilize an On-Line Certificate Review process using one website address. Under the View Certificates screen, managers will have the ability to rank applicants in order of selection and electronically report their action on the Certificate (i.e., Selected, Not Selected, Not Selected Not Contacted, Declined Agency, Failed to Reply, etc.). The issuance of selection certificates is not impacted during the integration and your managers will continue to receive merit promotion and delegated examining certificates electronically. After August 25, 2006 all selection certificates will be issued under the upgraded version of ACES.



If you have any questions regarding this integration with USAJOBS and/or the changes with the DOC's Jobs ONLINE, please contact your servicing Human Resources Specialist for assistance.